



STATE OF NEW JERSEY REQUEST FOR QUOTATION

Introduction and Purpose

This Request for Quotation (RFQ) is intended to solicit vendor proposals describing their ability to provide assistance to the Division of Elections in creating an RFP for the centralization of a voter database throughout the State per the Help America Vote Act (HAVA).

Under federal legislation passed in 2002 [Public Law 107-252, Help America Vote Act], the State of New Jersey through the chief state election official, is required to implement a single, uniform, official, centralized, interactive and computerized statewide voter registration list defined, maintained and administered at the state level. In order to facilitate this process, the State is seeking third-party assistance to define system requirements, develop an application strategy, develop a business case, create a Request for Proposal (RFP) for public bidding, and develop detailed bid evaluation criteria.

Definitions

The definitions contained herein shall be part of any contract awarded or order placed as a result of this RFQ.

Addendum – Written clarification or revision to this RFQ issued by the Purchase Bureau.

Bidder – An individual or business entity submitting a bid in response to this RFQ.

Contract – This RFQ, any addendum to this RFQ, and the bidder's proposal submitted in response to this RFQ and the Division's Notice of Acceptance.

Contractor – The contractor is the bidder awarded a contract as a result of this RFQ.

Evaluation Committee – A committee established by the Director to review and evaluate bid proposals submitted in response to this RFP and to recommend a contract award to the Director.

May – Denotes that which is permissible, not mandatory.

Project – The undertaking or services that are the subject of this RFQ.

Request for Quotation (RFQ) – This document, which establishes the bidding and contract requirements and solicits proposals to meet the purchase needs of Using Agencies as identified herein.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State Project Manager – The individual responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work.

Subtasks – Detailed activities that comprise the actual performance of a task.

State – State of New Jersey.

Task – A discrete unit of work to be performed.

Using Agency or Agency – The entity(ies) for which the State has issued this RFQ and will enter into a contract.

Scope of Work

The scope of work consists of providing assistance to the State to define the Voter Registration solution that meets the business and technical needs of the State, and to assist in the selection of a vendor to provide that solution, but not as a voting member of the evaluation committee reviewing and scoring the bid proposals.

The responsive bidder must present evidence of experience in developing specifications, or designing and developing voter registration systems on a statewide scale, or other scale including multiple jurisdictions. Experience with statewide voter registration systems satisfying HAVA requirements would be a significant consideration. In addition, the vendor should submit and document its qualifications (professional and technical) and the qualifications (professional and technical) of its staff working on the project.

The selected vendor shall produce an RFP that will successfully fulfill the mandates of HAVA by providing a statewide, unified, state-administered voter registration database and that will provide access and functionality for all election officials to view voter registration information.

The chosen vendor shall produce an estimate of current costs to run existing voter registration systems. By comparing a variety of alternatives in technology from other states and existing architectures with estimated current operating costs, the vendor will provide a range of choices feasible for implementing the statewide voter registration database.

The vendor, by reviewing all requirements of the twenty-one counties and the State of New Jersey and reconciling those requirements with the Federal mandates, shall define the current state, functions, and technical requirements of the statewide voter registration database, producing documentation identifying those requirements in a simple format conducive to review by county, State, and interested parties.

Additionally, the vendor must publish a technical solution document specifying a stable and secure network, which uses existing State facilities and State network management which links all twenty-one counties.

Due to the vulnerability of the database at the county locations and within the State, the vendor producing the RFP shall provide specifications to ensure the privacy of the voter information records. This RFP shall include procedures and/or technology that assure officials and the general public that the information is safe and secure from intrusion.

Because each county essentially performs the same functions as all the other counties, the vendor shall produce a detailed list of requirements that encompass each process. The vendor shall delineate those processes required by the Federal mandate and those processes that exist within the counties, which are required for their voter registration systems but are not strictly required by HAVA. Each county will have the full suite of system components. This process ensures that the mandated requirements, as specified by the Help America Vote Act, are satisfied, as well as the existing requirements of county administered election operations.

After the completion of the Request for Proposal for this project, the vendor shall assist the State with the development of detailed evaluation criteria which shall ensure that the method of choosing a vendor is legal complete and responsive the requirements as specified in the Request for Proposal.

For the proposed RFP, the selected vendor shall incorporate and account for the fact that the State of New Jersey will be responsible for the maintenance, repair, and updating of this system. The vendor must propose specifications that do not include any hardware, software, or network components outside the scope and standards prescribed by the State of New Jersey.

Following are anticipated tasks, deliverables and timelines:

Tasks:

- Review existing documentation from:
 - County interviews
 - County surveys
 - Other states' RFPs
 - HAVA legislation
 - Interfaces with other State entities (Motor Vehicles, Health & Senior Services, Admin. Office of the Courts)
 - Trade publications
 - Relevant web sites

- IT Advisory Services
 - Review existing IT Infrastructures from County IT departments, The State Office of Information Technology (OIT), the Office of the Attorney General (OAG).
 - Draft a baseline cost estimate for existing voter New Jersey voter registration systems.
 - Draft a detailed requirements document.
 - Draft design alternatives analysis.
 - Solicit comments from Stakeholders.
 - Incorporate comments into deliverables.
 - Select best design, relative to costs, which satisfies the requirements.
 - Draft the RFP.
 - Participate in the Bidders Conference, in a supportive role.
 - Assist in drafting responses to questions from the Bidders Conference.
 - Draft Evaluation Criteria & scoring process.
 - Review Proposals.
 - Provide technical assistance and advice on proposals to the evaluation committee.

Deliverables:

- Design alternatives
- Detailed Requirements Document
- RFP
- Detailed Evaluation criteria

Other participants:

- State resources –Director, Project Manager, Staff, OAG IT Management
- County resources – Commissioners & Superintendents of Registration, County Clerks, County IT employees

Timelines (relative to selection of vendor):

- Design alternatives – 3 weeks
- Detailed Requirements Document – 5 weeks
- RFP – 7 weeks
- Evaluation criteria – 8 weeks
- Award recommendation – 12 weeks

Schedule

- RFQ and its attachments delivered to the vendors via electronic mail on March, 3, 2004.
- Vendor's response to the RFQ due to the State by close of business (5:00 PM EST) on March 17, 2004.
- Awarded vendor notified on March 31, 2004.

Vendor Proposal

In response to this RFQ, vendors are requested to submit a proposal addressing the requirements of this RFQ and consisting of the additional following required elements:

- Bidder name and address
- Contact individual's name, telephone number, fax number, and e-mail address
- Detailed Description of an approach to the work requested herein
- References
- Staffing plan and qualifications of proposed staff
- A firm fixed price for all the deliverables required by the RFQ.
- Time table for submitting deliverables and completing project work
- Experience working on projects of similar size and scope.
- Signed acceptance agreement of the State's Waivered Services Contracts Standard Terms and Conditions (found on the web at <http://www.state.nj.us/treasury/purchase/forms/wterms.pdf>)
- Completed Ownership Disclosure Form (found on the web at <http://www.state.nj.us/treasury/purchase/forms/pbodf.pdf>)
- Completed Certification in Compliance with the MacBride Principles (found on the web at <http://www.state.nj.us/treasury/purchase/forms/pbmacb.pdf>)
- Completed Affirmative Action Report (found on the web at <http://www.state.nj.us/treasury/purchase/forms/inf016.pdf>)
- Proof of registration with the NJ Division of Revenue, if an out-of-state business entity (on the web at <http://www.state.nj.us/treasury/revenue>).

The vendor's proposal must be received by the State before close of business (5:00 PM EST) on March 17, 2004. The proposal should be delivered to the New Jersey Division of Elections, Attention: Matthew Sibenik.

Telephone: (609) 292-3760

Mailing Address: P.O. Box 304
Trenton, NJ 08625-0304

Physical Location: 7th Floor
25 Market Street Trenton, NJ

E-Mail: Matt.Sibenik@lps.state.nj.us

Contract Award

All questions and inquiries about this RFQ should be directed to Matthew Sibenik. Under no circumstance shall any inquiry be made of other State personnel. The cut off date for questions is March 10, 2004. Questions will be answered via e-mail. All vendors receiving this RFQ will receive all vendor questions and State responses. Addendums for the RFQ shall be sent to all vendors receiving this RFQ.

The contract resulting from this RFQ will include the RFQ itself, the vendor's proposal, and the Waivered Services Contracts Standard Terms and Conditions .

The firm selected for this consulting engagement is precluded from being the prime contractor, subcontractor, or consultant to any firm that is a potential bidder for the project resulting from the RFP described herein. By submitting a response to this RFQ, the vendor agrees that it shall not be a prime contractor, subcontractor, or consultant to any firm for the project resulting from the subject RFP.